

**SUMMARY OF THE  
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM  
EXECUTIVE COMMITTEE MEETING  
JUNE 8, 2023**

The Executive Committee held a conference call on Thursday, June 8, 2023, at 1:00 PM EST. Chair Paul Junio led the meeting. The conference call was recorded for the sole purpose of preparation of meeting minutes. The recording will be deleted immediately upon completion of the meeting minutes.

**Agenda item 1 – Approval of Agenda**

The agenda was presented previously by Paul and is attached as Attachment 1. No comments were received from members in attendance.

**Agenda item 2 - Roll call**

<b>Name</b>	<b>Email</b>	<b>Organization</b>	<b>Present</b>
Aaron Alger	aaron@alger-consulting.com	Alger Consulting and Training, LLC	N
Debbie Bond	dbond@southernco.com	Alabama Power Company	Y
Robin Cook	cookr@codb.us	City of Daytona Beach	Y
Kirstin Daigle	Kirstin.Daigle@pacelabs.com	Pace Analytical Services	Y
Cody Danielson	Cody.Danielson@deq.ok.gov	Oklahoma DEQ	Y
Scott Haas	shaas@etilab.com	Environmental Testing, Inc.	N
Kevin Holbrooks	holbke@jea.com	JEA	Y
Paul Junio	paul.junio@pacelabs.com	Pace Analytical Services	Y
Michelle McGowan	mmcgowan@emsl.com	EMSL Analytical Inc.	Y
Rami Naddy	naddyrb.tre@gmail.com	TRE Env. Strat. LLC	N
Terry Romanko	terry.romanko@et.Eurofinsus.com	Eurofins Environment Testing America	Y
Michelle Wade	michelle.wade@pacelabs.com	Pace Analytical Services	Y
Cathy Westerman	cathy.westerman@dgs.virginia.gov	Virginia DCLS	Y
Ilna Taunton	ilona.taunton@nelac-institute.org	The NELAC Institute	N
Lynn Bradley	lynn.bradley@nelac-institute.org	The NELAC Institute	Y
Robert Wyeth	robert.wyeth@nelac-institute.org	The NELAC Institute	Y

A quorum was present, and the meeting proceeded.

**Agenda item 3 - Review and Approval of May Minutes**

A draft of the May 11, 2023 minutes was previously provided including minor corrections made by Paul. A motion to approve the May Minutes was presented by Michelle Wade and seconded by Cody. The motion was unanimously approved by the committee. The May minutes will be forwarded to William for posting

**Agenda Item 4 – Conference Registration**

Paul noted that the “early bird” registration for the Environmental Measurements Symposium in Minneapolis has been extended to June 19, 2023, Paul suggested all attending ensure they have registered and made hotel reservations (deadline for reservations is July 6,2023).

## **Agenda Item 5 - Committee Reports**

Accreditation Council – The AC met recently and sought AB representation on the WET Expert Committee which was responded to favorably. They also discussed the accreditation situation in Ohio with the elimination of the VAP program. Ohio will accept TNI accreditation for most programs except drinking water which is managed by a separate OHIO department. The AC plans to meet in Minneapolis and continue efforts to revise and improve the AB approval process. Finally, it was noted that as States revise rulemaking that the free availability of the TNI Standard may be an issue.

Proficiency Testing – The committee reported that they are progressing through review of the proposed changes in all the volumes/modules currently being revised. Progress in this regard will be the major topic of their meeting in Minneapolis. Priority is being given to review of Volumes 3 and 4 as the proposed changes are relatively minor and are not under the direct purview of the AC which can hasten the process. It is anticipated that one of these volumes will be submitted to ANSI for finalizing our reaccreditation.

Field Activity – The FAC was managing the virtual Field Sampling Conclave for approximately 100 registrants. No significant change in the status of their M1 and M2 was noted.

Quality Management System – The committee has been developing proposed changes in regard to the laboratory internal audit requirements. The approach currently is annual quality system audits with technology-based auditing rotating through all applicable technologies every 3 years. Relative to section 4.1.3.3 on record keeping, the change from “last use” to “last entry” has become problematic. Three particular items are seen as requiring >5-year retention (lab derived methods, traceability records and temperature distribution and equilibrium for incubators). QMS is also working on possible revisions to language regarding valid and non-valid SIRs. Finally, it was reported that the committee is working with the Consumables Task Force to ensure consistency between their planned guidance document and the procurement requirements of the standard.

Laboratory Accreditation Body – The comment period on their draft standard closed on 6/28/2023. The committee is also discussing with NELAP Evaluators revisions to the evaluation process which will ultimately require discussions with the AC as well. Discussion regarding these revisions will be targeted for the Minneapolis meeting.

Chemistry – Progress was seen on resolving outstanding SIRs; the proposed response to 2 of the 4 SIRs have been accepted by the LASEC and AC. While all of Module 4 is under review by the committee with 4 defined work groups investigating specific issues, the committee is currently concentrating on the issue of DOCs. Progress by the work groups and the details of some of the proposed changes will be the major topic of the CEC meeting in Minneapolis.

Microbiology – The committee is finalizing the draft of the temperature equilibrium guidance document. The committee R2C for their draft standard is also being posted on the TNI website. Having completed Part 2 of the Microbiology training, the committee is now working on Parts 3-5.

Whole Effluent Toxicity – The committee has completed their draft of revised language for demonstration of competence for effluent toxicity testing and have moved on to other issues in the module, most notably technical requirements and quality control. The committee hopes for a draft standard by year’s end. Balance issues have been resolved with one “Other” and an AB joining the committee.

Radiochemistry – The committee is discussing further potential training opportunities as well as FoPTs for non-drinking water analyses.

Asbestos – Final comment period has closed and the approved new M3 with final R2C and a copy of the justification spreadsheet will be published soon on the TNI website with public announcements of the availability of a new EL V1M3 for Environmental Analysis of Asbestos

### **Agenda Item 8 - New/Old Business**

#### **Standards Activity and Tracking**

With all the standards development activity from the expert committees, Bob advised that he would communicate with the appropriate PA and/or committee chair if necessary to confirm records required by SOP 2-100 in preparation for ANSI submissions and a potential audit.

#### **Expert Committee Member Training**

Paul reminded the chairs of the need for all committee members to have taken the member training. He also noted that as SOP 2-100 is being revised, some additional or supplemental training may be required for all committee members

#### **Committee Member Business**

No additional business was addressed.

The CSDP EC meeting adjourned at 2:10 PM ET. The next scheduled meeting of the CSDP EC is Thursday, July 13, 2023 at 1:00 PM ET.

Consensus Standard Development Executive Committee

Action Items

Date	Action #	Description	Responsibility	Completion Date
2/19/2019	1	Contact Jerry reference ex-officio and/or associate representation from AB	Bob	Complete
2/19/2019	2	Vice Chair of CSDE C	Paul	Complete
2/19/2019	3	Reconstitute SRC	Paul	Complete
2/19/2019	4	Develop new Committee and Committee chair training	Bob and Paul	Complete
2/19/2019	5	Communicate with each expert Committee chair to update Standards Tracking form	Bob	Complete
2/19/2019	6	Ensure Radiochemistry Standard submitted to ANSI	Bob	Complete
2/19/2019	7	Post outline from LAB for comment	Bob	Complete
2/19/2019	8	Task Force for modification of SOP on Standard Development	Paul	Complete
3/14/2019	9	Complete SIR spreadsheet review and Summary by August, 2019	Committee Chairs	Complete
3/14/2019	10	Access to Internal Audit Database	Ilna	Complete
4/11/2019	11	Contact Jerry regarding reserving of module names based on consolidation of V2M1 and V2M3	Bob	Hold as "RESERVED" 5/10/2019
11/14/2019	12	Committee Membership /Newsletter	Bob/Paul	Complete
11/14/2019	13	Ensure completion of Internal Audits of expert Committee by 1/3/2020	Program Administrator/Chairs	Complete
4/9/2020	14	Complete Corrective Action response to internal audit findings	Program Administrator/Chairs	Complete
2/11/2021	15	Establish and maintain revised Standard Activity Spreadsheet	Program Administrators	On-going
3/8/2021	16	Develop revised 2021 Charter	Committee	Complete
3/8/2021	17	Complete/document Committee Training	Committee Chairs	Complete
7/14/2022	18	Modify SOP 2-101 to reflect Voting requirements	Bob/Paul	Complete

## **ATTACHMENT 1**

### Consensus Standard Development Program Executive Committee Conference Call

June 8, 2023; 1:00 PM ET

Dial-in-number: 712-832-8330; code 822174#

1. Approval of Agenda
2. Roll Call
3. Review and approval of May 11, 2023 meeting minutes (attached)
4. Conference Registration – Deadline Coming June 8 (TODAY!)
5. Committee Reports
  - a. Accreditation Council
  - b. Proficiency Testing
  - c. Field Activities
  - d. Quality Management Systems
  - e. Laboratory Accreditation Body
  - f. Chemistry
  - g. Microbiology
  - h. Whole Effluent Toxicity
  - i. Radiochemistry
  - j. Asbestos
6. New/Old Business
  - a. Standards Activity & Tracking Spreadsheet
  - b. Expert Committee Member Training
  - c. Committee Member Business?